

May 28, 2004

TO: Directors, Private Schools for the Disabled

FROM: Richard Rosenberg, Assistant Commissioner  
Division of Finance

SUBJECT: 2003-2004 - Annual Fiscal and Program Information for Private Schools for the Disabled

Attached is a copy of the 2003-2004 Annual Fiscal and Program Information for Private Schools for the Disabled. Beginning in the 2003-2004 school year, the form is now in the Microsoft Excel file format. A hard copy of the completed form must be mailed to the department in addition to either a floppy disk of the Microsoft Excel file or e-mail the Microsoft Excel file to the department.

The 2003-2004 Annual Fiscal and Program Information for Private Schools for the Disabled is now available on the Department of Education's website at [www.state.nj.us/education](http://www.state.nj.us/education). Under the pull down "Overview of DOE Programs", click on "Finance." Under the "Division of Finance" homepage, click on "Private Schools for the Disabled" under the heading "Most Requested Items" which is on the right side of the page. This item is identified as ">2003-2004 Annual Fiscal and Program Information for Private Schools for the Disabled." The directions are in the Word format and the form is in the Excel format which can be downloaded. If you don't have Internet access, you may call Elise Sadler-Williams at (609) 777-4483 or Toula Aris at (609) 292-3496 to request a floppy disk of the directions and the requested information.

Please complete the attached 2003-2004 - Annual Fiscal and Program Information for Private Schools for the Disabled and forward a hard copy of the completed form to the department. In addition, please forward a floppy disk of the Microsoft Excel file to the department or e-mail the Microsoft Excel file to Elise Sadler-Williams at [elise.sadler-williams@doe.state.nj.us](mailto:elise.sadler-williams@doe.state.nj.us) by June 30, 2004:

Elise Sadler-Williams, Educational Planner  
New Jersey State Department of Education  
Division of Finance  
100 River View Plaza  
P.O. Box 500  
Trenton, NJ 08625-0500

If you have any questions, please call Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

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Attachment

c: Dwight Pfennig  
J. Michael Rush  
Gloria Hancock  
Isaac Bryant  
Albert A. Monillas  
Judith Weiss  
Katie Attwood  
Barbara Gantwerk  
Raymond Montgomery  
Cecelia Downey  
Anthony Hearn  
Judy Vazquez  
Jim Verner  
Elsie Sadler-Williams  
County Superintendents  
County School Business Administrators  
County Supervisors of Child Study